

**SECTION 01 33 23**  
**SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

- 1.1 Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.
- 1.2 For the purposes of this contract, samples, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- 1.3 Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
  - A. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
  - B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
  - C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- 1.4 Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract-required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.
- 1.5 Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by Contracting Officer's Technical Representative (COTR) on behalf of the Contracting Officer.
- 1.6 The Contractor shall prepare a submittal register.
  - A. The submittal register shall contain the project title, project number, contractor name, and the following columns:
    1. Submittal Number
    2. Spec Section
    3. Paragraph Number
    4. Description
    5. Date submitted/Date received by COR
    6. Date Forwarded to Other Reviewer
    7. Date Received From Other Reviewer

8. Action

9. Date returned to Contractor

10. Notes

- B. The submittal register shall be submitted to the COTR at or before the preconstruction meeting. This initial submittal register shall have the Spec Section, Paragraph Number, and Description filled in for every submittal required by the specifications for the project.
  - C. The submittal register shall be updated each time action is taken on a submittal. An up-to-date electronic version of the submittal register shall be e-mailed to the COTR with each submittal.
- 1.7 The contractor shall number submittals consecutively. Contractor, in any subsequent correspondence regarding the submittal, shall refer to this submittal number.
- 1.8 The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with Articles titled CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88) of the GENERAL CONDITIONS.
- 1.9 Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- 1.10 Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.
- A. Submit samples required by Section 09 06 00, SCHEDULE FOR FINISHES, in duplicate. Submit other samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in duplicate, except where a greater number is specified.
  - B. Submittals will receive consideration only when covered by the VA-provided submittal approval form and signed by the Contractor. The form must be completely filled out, including the list of items, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and

brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.

1. A copy of submittal approval form must be enclosed with items.  
Any items received without project and contractor identification will be considered "unclaimed goods" and held for a limited time only.
  2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
  3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- C. In addition to complying with the applicable requirements specified in preceding Article 1.9, samples which are required to have Laboratory Tests shall be tested, at the expense of Contractor, in a commercial laboratory approved by Contracting Officer.
1. Laboratory shall furnish Contracting Officer with a certificate stating that it is fully equipped and qualified to perform intended work, is fully acquainted with specification requirements and intended use of materials and is an independent establishment in no way connected with organization of Contractor or with manufacturer or supplier of materials to be tested.
  2. Certificates shall also set forth a list of comparable projects upon which laboratory has performed similar functions during past five years.
  3. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.
  4. Contractor shall send a copy of transmittal letter to both COTR and to Architect-Engineer simultaneously with submission of material to a commercial testing laboratory.
  5. Laboratory test reports shall be sent directly to COTR for appropriate action.
  6. Laboratory reports shall list contract specification test requirements and a comparative list of the laboratory test results. When tests show that the material meets specification requirements, the laboratory shall so certify on test report.
  7. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.

- D. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
  - E. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work.
  - F. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.
    - 1. For each drawing required, submit one full size hard copy and one electronic copy.
    - 2. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
    - 3. Submit drawings fully protected for shipment.
    - 4. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.
- 1.11 Samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to

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(Architect-Engineer)

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(A/E P.O. Address)

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(City, State and Zip Code)

- 1.12 At the time of transmittal to the Architect-Engineer, the Contractor shall also send a copy of the complete submittal directly to the COTR.

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